

## ***Hopedale Council on Aging Staff Assistant***

Hours per week: 16

Mon., Tues., Thurs. and Fri. 9 - 1 pm Hopedale Sr. Center

Benefits: None

Rate: \$10.00 - \$12.00 per hour based on experience

Experience: Seeking a mature individual with 5+ years of general office experience to work in a non-traditional office environment. Patience and empathy are a necessity. Applicants must have Microsoft Word and Excel skills as well as basic accounting experience. Job entails heavy phone contact with older individuals on sensitive and confidential matters.

Capable of lifting at least 20lbs.

### **Description of Duties:**

- Greet visitors, answer phones and direct calls to Director, Outreach Worker or appropriate Aging Agency.
- Sign-up participants for COA activities.
- Schedule transportation requests and maintain Rider log.
- Assist in maintenance of COA database.
- Handle money associated with programs and trips. Balance petty cash ledger.
- Order and maintain supplies for Sr. Center.
- Maintain informational pamphlets and materials displayed at Center.
- Assist with mailing of monthly newsletter.
- Assist Director with special projects as needed.